Early Childhood Enrichment Coordinator

SUMMARY OF POSITION

ExplorationWorks inspires kids and their families to discover, explore and learn together. We also bring inquiry-based science education to schools and community events in our three-county area and beyond. ExplorationWorks classes, programs and camps engage children of all ages with science and technology. STEM programs are delivered at the science center, in schools, at public libraries and at community events. Wherever we go, ExplorationWorks’ mission is to ignite a lifelong love for science to enrich Montana’s future.

This person will primarily coordinate and deliver informal preschool science enrichment in the form of on-site programs, field trips, outreach, and summer camps. This person will also assist the Programs Director in coordinating the preschool summer camps, with opportunities to expand into generating activities and planning lessons. The Early Childhood Enrichment Coordinator position is supervised by the STEM Enrichment Director at ExplorationWorks (ExWorks). Position is open until filled.

ExplorationWorks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability or age.

ESSENTIAL FUNCTIONS

- Bring the joy and wonder of science to young children
- Develop and deliver fun, engaging educational programming for children ages 0 – 6
- Facilitate an informal classroom independently, including setup and breakdown
- Offer Early Explorers programs twice a day, Tuesday-Friday, for preschoolers and caregivers
- Develop, promote and deliver field trips and outreach for community preschools
- Directly teach up to 10 weeks of preschool summer camps, 2.5 hours each for 4 days
- Supervise and support up to 3 preschool educators during the summer, teaching an additional 10 camps.
- Ensure all camps meet ExWorks’ high standards of scientific accuracy and enrichment
- Review lesson plans with summer camp educators, prep for all lessons and meet with educators at the end of each camp week
- Deliver Early Explorers programs on Fridays during summer
- Check supply inventory and submit supply orders for any necessary supplies
• Collaborate with ExWorks administrators and educators through email, phone, text and in person
• Act as an ExWorks representative to the education community and general public
• Develop science literacy to teach hands-on lessons and engage in scientific discussion
• Other duties as assigned

QUALIFICATIONS
• Love and joy for teaching young children
• Desire for a fun, supportive work atmosphere where employees are treated like family
• Experience working with children in an informal or formal educational setting
• Comfortable teaching children ages 4 – 6 in mixed groups of 8 – 10
• Responsible, self-motivated, and capable of performing tasks without direct supervision
• High enthusiasm for facilitating positive, meaningful science experiences
• Excellent classroom management skills
• Exceptional and engaging presentation skills

REQUIREMENTS
• Degree in early childhood education, or equivalent experience working as an educator of preschool-aged children
• Relevant experience in the development and implementation of standards-based, hands-on, STEM-focused educational programs for learners of all ages
• Proficiency with Outlook, SharePoint and Excel
• Must pass a required background check
• Must have reliable personal transportation for travel to and from ExWorks
• Must be available Tuesday – Friday during school year, Monday – Friday in summer
• Attend required meetings and trainings

BENEFITS
• $15 - $17 per hour, DOE
• Paid time off
• Free Membership and Summer Camps!

HOURS
• Year-round permanent position, non-exempt
• 25-30 hours per week
• Required school year hours are Tues-Thurs, 9:30 – 2:00, Friday 9:00 – 12:00
• Required summer hours are Mon-Thurs 9:00 – 2:00, Friday 9:00 – 12:00
• Outside of required hours, this position has a flexible schedule. Some evenings and weekends may be required
To apply, please submit resume and hours of availability to info@explorationworks.org. Call 406-457-1800 with any questions.